

**Team Participant Manual
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Introduction

Alternative Service Break Service-Learning Program

About Us

The Alternative Service Break (ASB) program is a unique learning experience in which students engage in direct service to a community while being immersed in the culture. Teams are led by students and accompanied by faculty advisors. Throughout the trip, team members participate in a variety of cultural, educational, recreational and reflective activities to enhance their service experience. During Fall/Spring Break our student groups volunteer in NC, across the country, and around the world. Teams sponsored by Leadership and Civic Engagement and other campus partners focus on water quality and sanitation; affordable housing; youth education and empowerment; medical clinics; GLBT and civil rights; and environmental issues. Several other service trips give students an opportunity to minister to others in locations around the globe.

Program Goals

- To help develop and enhance a value for public service, civic engagement and service-learning within the participants.
- To develop diverse service teams committed to exploring and advocating for social justice issues.
- To help participants reflect on their privileges and begin to use these to break down the systems which afford unearned privilege in our society.
- To provide opportunities for participants to reflect on their roles in a global community.
- To provide opportunities for cultural and language immersion through service projects with diverse individuals and communities.

Active Citizen Continuum



No matter where you start on the continuum prior to your ASB experience, we hope that you at least move to the next “level” at its conclusion.

8 Components of a Quality Alternative Service Break

Strong Direct Service

Alternative Break programs provide an opportunity for participants to engage in direct or “hands-on” projects and activities that address critical but unmet social needs, as determined by the community. Community interaction during service projects and throughout the week is highly encouraged during breaks.

Orientation

Prior to departure, participants should be oriented to the mission and vision of the community partner or organization(s) with which they will work. Participants are encouraged to look at the context of the work of the organization within the broader community and to become allies to their mission and vision through direct service.

Education

Programs include issue specific educational sessions which participants attend prior to and perhaps during their alternative break. These sessions provide participants with the historical, political, social, and cultural context of the problems they will be working with during the break. Effective education provides faces and opinions from all perspectives on the issue, including ways that the participants’ personal life choices are connected to them.

Training

Participants are provided with adequate training in the skills necessary to carry out tasks and projects during the trip. Ideally this training should take place prior to departure, although in some instances it may occur once participants have reached their site. Examples of training include teaching basic construction, learning how to read with children, or gaining first aid skills.

Reflection

During the trip, participants reflect upon the experiences they are having - synthesizing the direct service, education, and community interaction components. Applying classroom learning and integrating many academic disciplines can occur. The site leaders should set aside time for reflection to take place, both individually and in a group setting.

Reorientation (Post-Trip Activism)

Upon return to campus, programs carry out reorientation activities for all participants where they can share their break experiences and translate them into a lifelong commitment to active citizenship. Through these activities, participants continue their volunteer efforts in their local area, and make life choices that benefit the entire community.

Diversity

Strong alternative break programs include participants representing the range of students present in the campus community. Coordinators should recruit, design, implement and evaluate their program with this end in mind. Break programs should also plan to intentionally address the issue of diversity and social justice.--

Alcohol and Other Drug-Free

Strong alternative break programs must be aware that issues of legality, liability, personal safety and group cohesion are of concern when alcohol and other drugs are consumed on an alternative break. Programs provide education and training on alcohol and other drug-related issues as well as develop a policy on how these issues will be dealt with on an alternative break.

Keeping Mental Health a Priority

Although being a participant on a service trip can be very fulfilling, it can also cause an immense amount of stress, anxiety, and/or other negative emotional states if you do not make your mental and emotional well-being a priority. Be sure to check in with yourself leading up to, during, and after your ASB trip. If you are having hesitations about traveling or have any concerns, please bring them up to your team leaders, or if needed, please go to or call NC State's Counseling Center. Below are sections that focus on negative mental/emotional states and how best to address them, as outlined by NC State's Counseling Center. Culture shock symptoms and coping mechanisms are also outlined following these mental states. Finally, directly following these sections are suggestions on how to participate in self care.

Emergencies

If you or someone you know needs immediate help, a counselor is always available at NC State's Counseling Center. Emergency services can be accessed 24 hours a day, 365 days a year.

For mental health emergencies during the Counseling Center's office hours (Monday – Friday, 8:00 a.m. to 5:00 p.m., except holidays), please go to the center in person to talk to a triage counselor. If you are experiencing an emergency but are unable to go to the center during the day, please call them at 919.515.2423.

For after-hours emergencies (after 5:00 p.m. and on weekends and holidays) please call 919.515.2423 and select option 2 to speak with an on-call counselor.

Negative Emotional States

Anger Management

Anger is a powerful, but often poorly handled, emotion. Frustration, hurt, annoyance, disappointment, harassment and threats may all trigger anger. Depending upon how you express it, anger may be friend or foe. Knowing how to recognize and express it appropriately can help you handle emergencies, solve problems and even protect your health. However, failure to recognize and understand anger may lead to a variety of problems.

Some experts believe that suppressed anger may cause both anxiety and depression. Unexpressed anger can disrupt relationships, affect thinking and behavior patterns, and cause physical problems, such as high blood pressure, heart trouble, headaches, skin disorders, and digestive issues. Uncontrolled anger correlates with crime, emotional and physical abuse, and other violent behavior. Help yourself manage your anger by...

- Becoming aware of what you are feeling and when your anger occurs. Notice the signs that anger is building. For example, you may feel tense, impatient with others, or have a headache.
- Asking yourself "What is really bothering me?" Is an interaction with someone else or something inside you causing your anger? Avoid displacing your anger toward individuals who are not the cause of your anger.

- De-escalating with a “time out.” When you recognize the signs of anger, let people know you may need to walk away to cool off. Take a deep breath. Go to a quiet place, and continue breathing deeply to calm yourself down.
- Examining your options for behaving when you are angry. Visualize how you might respond. Take responsibility for your anger. Situations may contribute to your anger, but your behavior is your responsibility. You may be legitimately and appropriately frustrated, but you don’t have to be inappropriately hostile or hurtful. You choose how you respond. Work on developing more positive behaviors to replace the negative ones.

Anxiety

Occasional anxiety is an expected part of life. You might feel anxious when faced with a problem at work, before taking a test, or before making an important decision. But anxiety disorders involve more than temporary worry or fear. For a person with an anxiety disorder, the anxiety does not go away and can get worse over time. The symptoms can interfere with daily activities such as job performance, school work, and relationships. There are several types of anxiety disorders, including generalized anxiety disorder, panic disorder, and various phobia-related disorders.

Not everyone who worries a lot has an anxiety disorder. You may feel anxious because of an overly demanding schedule, lack of exercise or sleep, pressure at home or work, or even from too much caffeine. The bottom line is that if your lifestyle is unhealthy and stressful, you’re more likely to feel anxious—whether or not you actually have an anxiety disorder. These tips can help to lower anxiety and manage symptoms of a disorder:

- Connect with others. Loneliness and isolation can trigger or worsen anxiety, while talking about your worries face to face can often make them seem less overwhelming. Make it a point to regularly meet up with friends, join a self-help or support group, or share your worries and concerns with a trusted loved one. If you don’t have anyone you can reach out to, it’s never too late to build new friendships and a support network.
- Manage stress. If your stress levels are through the roof, stress management can help. Look at your responsibilities and see if there are any you can give up, turn down, or delegate to others.
- Practice relaxation techniques. When practiced regular relaxation techniques such as mindfulness meditation, progressive muscle relaxation, and deep breathing can reduce anxiety symptoms and increase feelings of relaxation and emotional well-being.
- Exercise regularly. Exercise is a natural stress buster and anxiety reliever. To achieve the maximum benefit, aim for at least 30 minutes of aerobic exercise on most days (broken up into short periods if that’s easier). Rhythmic activities that require moving both your arms and legs are especially effective. Try walking, running, swimming, martial arts, or dancing.
- Get enough sleep. A lack of sleep can exacerbate anxious thoughts and feelings, so try to get seven to nine hours of quality sleep a night.
- Be smart about caffeine, alcohol, and nicotine. If you struggle with anxiety, you may want to consider reducing your caffeine intake, or cutting it out completely. Similarly alcohol can also make anxiety worse. And while it may seem like cigarettes are calming, nicotine is actually a powerful stimulant that leads to higher, not lower, levels of anxiety.

Depression

College students commonly feel blue. However, if your negative feelings continue for days or weeks, or interfere with your ability to function or to interact with others, then you may be depressed. Symptoms of depression are intense and prolonged, but may occur gradually. Eventually these feelings interfere with the enjoyment of your life. Self-blame and feelings of worthlessness are common symptoms of depression that may stand in the way of seeking help. Often a roommate, friend or family member may notice your depression before you realize you are depressed. Common symptoms of depression:

- Feeling down
- Lack of interest
- Social withdrawal
- Loss of appetite, overeating or digestive problems
- Excessive sleep, insomnia or waking early in the morning
- Loss of sexual desire
- Headache, backache or other unexplained pain or discomfort
- Physical agitation or restlessness

If you feel you or someone you know may be depressed, an individual may wish to complete an online screening for depression here: <https://www.helpyourselfhelpothers.org/>. If you need help with your depression, contact the Counseling Center at 919.515.2423 or come by the center to set up an initial appointment.

Stress

Stress affects both the mind and the body. Stress may affect you positively or negatively depending upon your perception of a situation. You can avoid some stressors but not others. Avoid the stressors you can, and learn to cope with the others. In order to cope, learn and practice stress management skills and establish stress management habits. Effective stress management will balance your daily life. Signs and symptoms of stress:

- Pain or tension in neck or shoulders
- Chronic anger, hostility, or frustration
- Fatigue
- Nightmares or sleep disturbances
- Recurrent headaches
- Chest pain or heartburn
- Low or lack of motivation
- Irritability

Improving Stress Management

Even if you are aware you have unrelieved stress you have not reduced its harmful effects. There are as many sources of stress as there are possibilities for coping with it. However, managing stress requires the willingness to change the source of your stress or your reaction to it. Below are suggestions for stress management techniques. Become aware of your stressors and your reactions to them:

- Don't ignore your distress.

- Determine events that distress you. What are you telling yourself about the meaning of these events?
- Determine how your body responds to stress. For example, do you become nervous or physically upset?
- Identify what you can change.
- Can you change your stressors by avoiding or eliminating them?
- Can you reduce their intensity?
- Can you shorten your exposure to stress by taking a break?
- Can you devote the time and energy necessary to making a change? Goal setting, time management techniques, and delayed gratification strategies may help.

Reduce the intensity of your emotional reactions to stress:

- Do you view stressors in exaggerated terms?
- Do you expect to please everyone?
- Are you overreacting? Do you feel you must always prevail in every situation?
- Work at adopting more moderate views. Try to see the stress as something you can cope with rather than something that overpowers you.
- Try to temper your emotions. Put the situation in perspective. Do not labor on the negative aspects and the what if's.

Learn to moderate your physical reactions to stress:

- Concentrate on slow deep breathing to bring your heart rate back to normal.
- Relaxation techniques can reduce muscle tension. Electronic biofeedback can help you gain voluntary control over muscle tension, heart rate, and blood pressure.
- Medications, when prescribed by a physician, can help in the short term in moderating your physical reactions. However, medication alone is not the answer.
- Learning to moderate these reactions on your own is a preferable long-term solution.

For more information on each of these negative emotional states and more, visit <https://counseling.dasa.ncsu.edu/>

Culture Shock

Simply put, culture shock is the way you react and feel when the cultural cues you know so well from home are lacking. In our daily lives each of us knows how to perform a myriad of activities on any particular day in an amazingly efficient manner. We can shower, get dressed, make it to campus, grab a coffee, go to the library, research and photocopy, print out a paper, go to class, pick up a few groceries and get back home without thinking about any of these tasks. We know when to j-walk without contemplating. We know how to interpret motives when someone runs into us - was it a dangerous encounter, impolite gesture, or simply an accident? When someone yells at us, we know how to analyze the situation and react whether it be out of anger, joy, or frustration - all in a matter of seconds.

These activities all require cultural knowledge, and when you go to a new country you must learn to recognize normal behavior, interpret cultural signals, navigate the new rules, and react

in an adult manner appropriate to that culture. Inexperience in the culture takes its toll on your psyche, and your reaction will be determined by your knowledge of that culture, your ability to observe people, and your willingness to accept this new/different (but not better or worse) way of doing things.

Symptoms range from minor to severe. Most commonly experienced are tiredness, irritability, and depression. Be aware that it is extremely normal to be tired when adjusting to your new surroundings, especially if you are using a foreign language. However, if you find yourself sleeping in a fetal position and feel too tired to pick up a glass of water, then more is going on than simply being tired. You should think to yourself, "ah, so this is a symptom of culture shock. How can I get past this hurdle?"

A common symptom are fits of weeping. Crying for no apparent reason or a reason that at home you would consider absurd. Feeling sad and not being able to pinpoint why. Homesickness is perfectly understandable. You have to give yourself time to meet new friends and surround yourself with others who can be supportive. More severe symptoms (especially when carried to the extreme) are more problematic: inability to eat, overeating, overdrinking, obsession with cleanliness, lack of cleanliness, hostility toward host nationals, and physical ailments.

Strategies and Helpful Hints for Coping with Culture Shock

Remembering the following facts will help: Culture shock doesn't come from a specific event. It is caused by encountering different ways of doing things, being cut off from cultural cues, having your own cultural values brought into question, feeling that rules are not adequately explained, and being expected to function with maximum skill without adequate knowledge of the rules.

Therefore, strategies for coping include the following:

- Learn as much as possible about your host site/country (preferably before you go, but once there depend on the host community to help).
- Find logical reasons for cultural differences. Many have evolved over time for very specific purposes that are no longer apparent.
- Don't disparage your host culture. Spending time with other Americans bashing your host country will only exacerbate the problem and won't help you adjust.
- Identify a host community member whom you trust and discuss your feelings. Spend time with those from the community you are in and talk about your experiences. Give specific incidents, tell how you would do something at home and ask what you must have missed in a particular encounter.
- Have faith in yourself that you will survive and cope and have a positive experience. This faith in yourself that you have the drive and energy to learn about a new culture will inevitably pay great dividends and make for the remarkable experience it should be.

Participating in Self Care

Self care is active participation in enhancing the quality of your health. Some people may think that nurturing the self is only for the fragile, the weak-willed, or the slacker—it certainly couldn't be for strong, ambitious college men and women. However, it is a vital part of maintaining good health and a vibrant life. It's not just an occasional manicure, "chilling out" or a six-pack. Building up a repertoire of reliable self care habits now can affect your quality of life both now and in the future.

Three Components of Self Care

Physical

Self care involves moving your body, whether you play sports, exercise, dance, stretch, or walk over to the park to feed the ducks. Feed yourself something good to eat (something that doesn't come from the drive through. Get a massage or treat yourself to a new outfit with great texture and color. Go to the doctor when you are sick.

Mental/Emotional

How would you treat a good friend who needed some TLC? Treat yourself the same way. Accept yourself and forgive yourself easily. Take every 3rd "I should" out of your vocabulary and say "no" at least once a week! Set reasonable expectations for yourself, but don't stop working hard. The point is to challenge yourself, not break yourself. Set limits if you need them—overindulgence is not nurturing either. Develop a support system of people that you can laugh with or share a pizza with, but whom you can talk to seriously when problems arise. Choose friends who respect you and don't expect you to do all the work to maintain your relationship. Choose a variety of things you can do for fun, whether you're with others or alone. If you have trouble coming up with ideas, remember things you enjoyed as a child. Paint, draw, or construct something.

Spiritual

Develop a practice that exercises your mind and soul. Whether your routine involves prayer, meditation, or attending services, these activities build up your spirit and faith and allow you to explore yourself and identify your values and priorities. Read wisdom literature and discuss it with like-minded others in order to know yourself and the universe better. Find a way to contribute to the well being of others.

Dirty Rumours About Self Care

Isn't it selfish to put myself first?

Some others may consider self care the territory of the self-involved. However, taking care of your needs lays in a balanced, steady place in the middle of a continuum, with intense selfishness on one end, and extreme sacrificing what you need or want for others' sake on the other end. In fact, nurturing oneself is a key factor in being able to keep up strength, resolve, motivation and inner resources to continue to give to others, whether that be your immediate partner, family and other important people in your inner circle, or the larger community around you. You might consider that doing too much for others could deprive them of the opportunity to learn how to provide their own self care.

What if I don't have time to take care of myself?

If you audit your time, you will likely find that some of your time could be better spent recharging your own battery. Studies show that mental acuity decreases after a short period of concentrated study. You likely need more true breaks that you spend relaxing. Many times management and life goal experts recommend scheduling your self care just as you would a class or job shift. How many times do you have to hear, "make a commitment to yourself" before you believe it?

My self care comes on TV at 11:30 every night accompanied by a large pepperoni. Isn't that enough?

That may be just the ticket for some nights, but do you have enough nurturing choices for the other nights of the week? While not discounting the value of building up your knowledge of 1950's television trivia, the consequences of making this a nightly habit might include indigestion, sleep loss, weight gain, oversleeping in the morning, a feeling of grogginess and little energy lingering the next day. Maybe you could use something alternatives? Perhaps you could use the comfort of a cozy chat with a special person, or some quiet time with your mind engaged.

Do I have to do it alone?

No, although the best balance is achieved through a combination of time shared with others, as well as some time alone. If you're still skeptical, experiment! Try out some self-care techniques for 30 days and compare how you felt before with how you feel after.

The Power of Strengths

It is through our talents and strengths that we tap into our greatest potential for success.

Do you ever wonder why you make certain choices?

Why you do what you do?

Why you like certain things?

Why you are better at some things than others?

There's a reason. **It's your talents.**

Gallup has investigated the nature of human talents and strengths for over 50 years. These investigations have resulted in the Clifton StrengthsFinder, an online assessment of individual talent that identifies areas in which a person has the greatest potential for building strengths. More than 12 million people have taken Gallup's Clifton StrengthsFinder assessment.

While continuing to learn more about strengths, Gallup researchers have also examined decades of data on the topics of individual performance and personal development. Gallup has studied more than 1 million work teams, conducted tens of thousands of individual interviews and coached tens of thousands of executives, leaders, managers, and individual contributors.

All of this research shows that the key to success is to fully understand how to apply your greatest talents and strengths in your everyday life.

When people have an opportunity to use their greatest talents and strengths, they ...

- experience positive energy
- are more likely to achieve their goals
- are more confident
- perform better at work
- are more engaged at work
- experience less stress



APPLYING STRENGTHS

When people know their talents and are able to use them, they report a higher quality of life than those who don't know or don't use their talents.

Unfortunately, people often take their most powerful talents and strengths for granted, and many are not fully aware of them.

The ways in which you most naturally think, feel and behave as a unique individual are such a dominant part of you that they are always there — everywhere you go and in everything you do.

But because your greatest talents are such a natural part of you, they might be harder for you to pinpoint than they are for others. Knowing your own dominant talents and strengths and those of others is an easy way to improve your own self-awareness and understand others.

Once familiar with your talents and strengths, you can apply them every day by:

- consistently using those behaviors that improve performance in your work and personal life
- maximizing strengths by offsetting weaknesses
- enhancing how you build partnerships and work in teams

Gallup research has proven that the best opportunity for people to grow and develop — and net the greatest return on investment — is to identify the ways in which they most naturally think, feel and behave, and then build on those talents to create strengths: the ability to consistently provide near-perfect performance.

Our greatest talents do more than make us unique individuals. They also serve as our best opportunities for excellence.

Payments

Importance of Paying on Time

It is crucial that you follow the payment schedule that your team leaders give to you. If you are unable to stay on the payment schedule, your participation in the ASB experience might be put into question. Although we wish there was no financial requirements for our experiences, it is critical that all team members make their payments on time so that no late fees are accumulated. In addition, it is only fair to your other team members who are paying on time to also give them the same courtesy. If you are unsure if you will be able to keep up with the payment schedule your team has set, please let your team leaders know as soon as possible.

How To Make Payments Online

In order to make a payment, you will need to go to the following site:

<https://commerce.cashnet.com/cashnetg/selfserve/storehome.aspx>

Once you are there, you will need to:

1. Look under the “Categories” header on the right side of the screen. Click on the Semester/Year that coordinates with the time your trip will be occurring. For example, if you are going on a trip during Spring Break of 2020, click on “Spring 2020 Break.”
2. Once you click the appropriate time period, a list of all the trips occurring that time frame will appear on a new webpage. Click on the title of the trip you will be going on. For example, if you are going to Orlando for Give Kids the World, you will click on “Give Kids the World - Orlando.”
3. Once you have clicked on your trip, you will need to fill out all of your personal information. If a parent or someone else is making a payment upon your behalf, they will need to know the following information about you in order to make a payment:
 - a. First Name
 - b. Last Name
 - c. Phone Number
 - d. Email Address
 - e. NCSU Student ID
4. Once all of this information has been filled out, there is a drop-down box where you will be able to indicate what kind of payment you would like to make. Select “\$100 Non refundable deposit \$100.00” only if you are paying the \$100 deposit. If you are making any other payment other than the \$100 deposit, select “Payment on account. Please enter amount below.”
5. If you chose the “Payment on account. Please enter amount below” option, you will need to enter the amount you wish to pay below the drop-down box. If you selected the \$100 deposit, you can skip this step.
6. Once you enter all of this information, hit the red button that says “Add to Basket”
7. After you hit this button, it will take you to a new page where you will be able to review your information. Once you review the information, hit the red button that says “Checkout.”

Fundraising

Each team is encouraged to fundraise to help defray the cost of the ASB trip. Although your team leaders can help you organize any fundraising ideas you may have, it is up to the team members how dedicated they want to be in helping raise funds to lower the trip costs. **Solicitations for donations from companies/people (with the exception of family and friends of team members) should be approved by the Leadership and Civic Engagement Director prior to submitting any requests. This includes civic clubs/businesses, etc.**

Fundraising Ideas used by previous ASB teams:

- Krispy Kreme donuts
- Percentage nights at local restaurants
- Bake sales in Talley Student Union and on the Brickyard
- Coupon books
- Yankee Candle

You really want to join our program but you're not sure you can afford it.

Many of our participants face the same dilemma. The main point to keep in mind is that you're actually planning to spend a significant part of your break time in helping to improve the lives of others. That's a great thing! There are people in your life who will admire you for this and will want to help you.

Here's what you can do:

- **Make a list of everyone you know**, because everyone has the potential to help you. Divide your potential donors into an 'A' list and a 'B' list. The 'A' list is for the people of whom you are most hopeful will give. The 'B' list is people you don't know as well.
- Don't forget that, while many donations will come based on the personal relationships you have with people, many other donations will be given purely in support of the vision of Global PeaceMakers and this is where many strangers and local business owners can help.
- Now you're ready to **write a fundraising letter** explaining how the donation and your work in the project will make an impact. Keep it short and simple – a page at the most. Many of your donors will know nothing about international service and development, but they will want to support you or a good cause like building a school or homes for the poor.
- Be sure to **ask for a specific amount of money**. When you say "contribution," some people can give \$10 and others can give \$1000. Tell people how much you want. Obviously, businesses and professional people can usually contribute more than students. Don't be afraid to ask certain people on your list for \$100, \$300 or even \$500.
- **Give your donors a time limit** - this conveys a sense of urgency and increases the likelihood someone will act.

- If possible, **deliver some of the letters by hand** so that you can explain a little more about the purpose of the letter and the project.
- Include all of your contact information in the letter. If you don't receive a response after a few days, don't be afraid to **make a follow up phone call**. Many people are very busy and will appreciate a reminder and one follow up call can make the difference between their sending a check or pushing the request to the back burner and never getting to it.
- Be sure to **send a thank you letter** to those who respond. If it's appropriate, host a small open house before you leave to publicly recognize and thank your supporters. And when you return, send a report or, better still, get some of your supporters together and offer a presentation about your experience. Offering to give a slide show is a great way to secure funding from religious

Travel Tips

Travel Clinic

Because you are traveling through a NC State University program, you are required to receive any shots, immunizations, and/or medications that is recommended through the University's Travel Clinic for the location you will be traveling to. For most domestic trips, the flu shot is required. If you are traveling internationally, more shots, immunizations, and/or medications are typically required depending on the location you will travel to. Once you have asked the Travel Clinic what they recommend for the area you will be traveling to, you can either receive these shots, immunizations, and/or medications through the Travel Clinic or through any of your personal doctors that provide these services.

If you are not able to receive certain shots, immunizations, or medications due to medical or religious reasons, you will need to provide documentation of this to your team leader(s).

In order to make an appointment with the travel clinic, please go to <https://healthypack.dasa.ncsu.edu/care-provided/travel-clinic/> and follow the directions that are listed on that webpage.

Passports

If you are traveling internationally and are a United States citizen, you are required to have a United States passport. **If you already have a passport, please check the expiration date to make sure that expiration date is not 6 months within your ASB travel date. If it is, you will not be able to use your passport to travel.**

If you do not already have your passport, you will need to start the process of getting one immediately after you are accepted onto your ASB experience. This is because the process to obtain a passport can take longer than expected due to the State Department having an overflow of passport requests, if you make any errors on your initial application, etc.

Passport Service on Campus

If you are in need of a passport, we do have a passport service office on campus located in Witherspoon Student Center. All of the instructions on how to set up an appointment, as well as all of the documents you will need, can be found here: <https://global.ncsu.edu/our-units/passport/>

Overall Travel Tips

Although your team leaders are in charge of overall group safety while you are traveling, there are many things you can do yourself to ensure your individual safety.

1. First and foremost, participants must use common sense and good judgment in every situation where working, living, and traveling. A participant would need to respond to adversarial situations on the spot. Intuition is a strong factor in ensuring one's safety. For example, if a participant is traveling on a local bus and feels that the driver or someone on the bus is intoxicated or other passengers are armed, it is best to remove oneself from that situation as quickly as possible.
2. Do not openly display or show off your passport, cash, or valuable belongings in overt ways that may attract attention in public. Never wear conspicuous jewelry or expensive clothing. Do not carry large sums of cash with you and never exchange money on the streets. Never exchange money with private individuals, except with your host or an individual you completely trust. Always conduct monetary transactions in a secure and discreet location.
3. Do not talk publicly with individuals you do not know well and definitely do not provide potentially compromising information to unknown individuals about yourself or where you live. Do not discuss any information about your schedule, your sponsorship, or personal details unless you have a history with that individual or other reason to trust that person. Follow the in-location host's lead on making new community contacts, they will likely already have a circle of trustworthy friends and neighbors.
4. Understand and follow the rules of behavior recommended by the sponsoring institution. Individuals in a group who violate the parameters of behavior established by the group or its leaders are subject to immediate removal from the program and return to their home at their own expense without any refund of program costs and may also be subject to in-country or home legal procedures.
5. Alert your group leader or host to any unusual situation, such as an individual who seems to be watching the group or housing that may not be following the best security procedures.
6. Never give away money. Not only does it attract undue and unwanted attention, but it is also blatantly condescending and serves only to emphasize the marked disparities in wealth and power between the rich and the poor in this world. While you may feel good about a monetary gift to another individual and while they may need those funds, giving away cash perpetuates conditions of dependency between those who have and those who do not. It is far better to have monetary gifts distributed through your hosts in a manner that would benefit a number of people in the host country.
7. Avoid public confrontations or unruly events. It's not uncommon in many locations to spot small demonstrations or even special events that get a little rowdy. The noise and distractions are perfect setting for petty theft and pick-pockets.
8. Do not carry loose pocket books or purses. Those are the most likely targets for anyone, including someone who may not have even thought about stealing until they saw a vulnerable wallet.
9. Always lock the doors to your accommodations during the night and when rooms are unoccupied. If your room cannot be locked, please inform your host so a secure lock can be provided.

10. If you become ill or injured at any time during the program, please inform your team leaders immediately. Your hosts have contingency plans and contacts with reliable medical services to help in the event of an emergency.

In summary, the recommendations above are standard for any country and any date of travel. Participants must use common sense when traveling; watch for unattended baggage, boxes, or any other item in public places of transportation; make sure your accommodations are secure and lockable; make sure all money is handled discreetly; always rely on hosts for the best and most reliable information possible; and make sure that your team leaders have complete information about your health insurance and medical conditions in advance of travel.

United States State Department Information

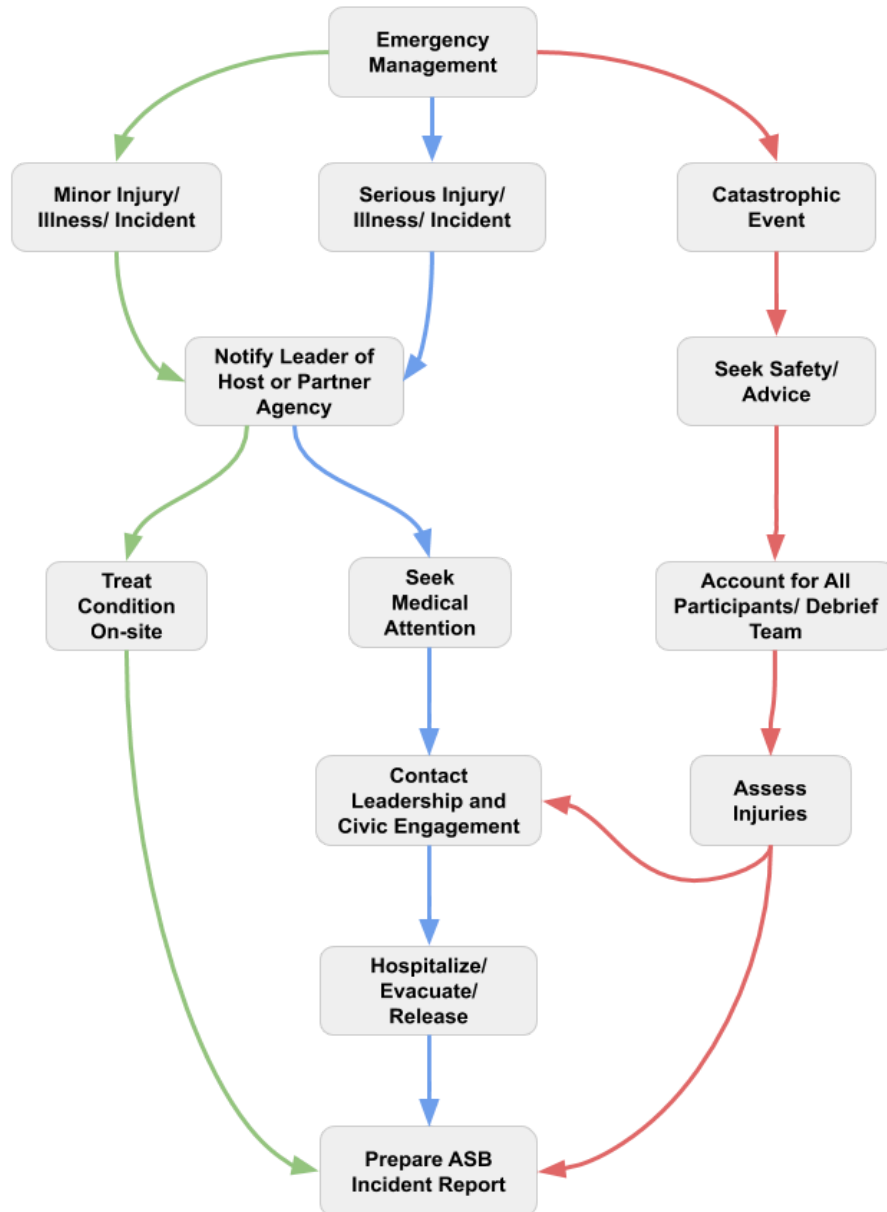
The State Department has several resources and reading materials listed on their website so that individuals can better prepare themselves to travel to international locations.

- Overall tips in regards to international travel can be found here:
 - <https://travel.state.gov/content/travel/en/international-travel.html>
- To learn more about the specific country you will be traveling to, visit this webpage:
 - <https://travel.state.gov/content/passports/en/country.html>
- To look up possible travel advisories that the country you will be traveling to may have, you can visit this webpage:
 - <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

Risk & Safety

Your team leaders and advisors are well trained to respond in the event of an emergency and will follow the model below should an issue arise. There will be NC State staff on call 24/7 to support and assist teams while on travel status.

Emergency Management Flow Chart



Safety Policies

As a reminder by signing the trip agreement that you turned into the Leadership and Civic Engagement Office, you agreed to the following policies:

- I understand that as a NC State sponsored experience, the use of alcohol and/or drugs during the experience is prohibited. In addition, I will adhere to the NCSU Code of Student Conduct as well as any policies or guidelines set forth by the ASB partner organization. I understand that an NC State University conduct check will be conducted on all selected participants.
- I understand that Leadership and Civic Engagement and NC State University will not be held responsible for any personal items lost or stolen while on an ASB experience.
- I understand that this trip does involve risk and I agree to assume the risks associated with this trip and hold harmless North Carolina State University, Leadership and Civic Engagement, and the team leaders/advisors.
- I understand that the Team Leaders will be entering into contracts on my behalf including, but not limited to, transportation costs, lodging food arrangements, and travel insurance.
- I understand that I am fully responsible for paying for all such expenses, even if I cannot attend the trip.
- I understand that it is my responsibility to obtain necessary passport if traveling internationally. If I do not currently have a passport, I agree to complete and send my application no later than October 1 for winter trips November 30th for all spring trips and.
- I agree to obtain any necessary immunizations for travel no later than October 1st for winter experiences and January 31st for spring experiences.
- I understand that if for any reason the team leaders or the staff of Leadership and Civic Engagement feel that it would be unsafe or feasible to travel to the service location, they reserve the right to cancel the trip and/or reschedule an appropriate alternative experience to another location.
- I understand and hereby authorize North Carolina State University and Leadership and Civic Engagement to use photographs, which I have voluntarily allowed to be taken by University representatives and team leaders. I understand that such use of images may include, but shall not be limited to, publications, slideshows, websites, or displays.

Sample Packing Lists

International

Important Documents	Health	Other
Passport Driver's License (Photo ID) Health Card Copies of ID's	Malaria Pill Sunscreen (High SPF) Bug Spray (w/ DEET) Water Bottle Hand Sanitizer Prescription Meds and Health Insurance Card First Aid Kit - Tylenol, Pepto Bismol, Band-Aids, etc. Ear Plugs Sunglasses and Hat	Limited spending money (most things are covered in trip cost) Spanish/ Italian/ English Dictionary Family Pictures Poncho Journal Alarm Clock Work gloves
Clothes	Toiletries	What NOT to Bring
Work Shoes/Boots Work shorts/pants (2 pairs) Work T-shirts (2-3) Swimsuit/beach towel One nice outfit Day off clothes Sneakers	Unscented soap, shampoo, etc. Hand towel	Expensive items of any kind (jewelry, electronics, clothes, etc.) Anything scented

Domestic

Important Documents	Health	Clothes
Government-issued photo ID (driver's license)	Health Insurance Card Water bottle Any medication/vitamins you will need throughout the week Sunscreen Hat Sunglasses	4 t-shirts 3 casual dress shirts 3 pairs of shorts 2 pairs of work pants 1 pair of casual pants 7 pairs underwear 7 pairs socks 2 bandanas 1 bathing suit Sneakers Shower shoes/flip-flops
Other	Toiletries	
Camera Alarm clock Sleeping bag/sheets (if applicable) Pillow (if applicable)	Soap Shampoo Toothpaste Toothbrush	